



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PURCHASING AGENT I

Job Number: 20001714

Job Code: 92430V150716

Job Group: 9200 - PURCHASING AND STORES

Job Established: 08/01/1987

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Establishes state contracts for the procurement of goods and services for Kentucky State Government and monitors purchases made for conformance with the Model Procurement Code (KRS 45A); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of purchasing officer experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience as a purchasing clerk or at a higher level within the purchasing field will substitute for the required college on a year-for-year basis. Certification with the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement OR certification as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives requests to purchase goods and services not under state contract. Works closely with requestor to define and write specifications. Develops and/or issues requests for proposal and/or invitations to bid to vendors on approved bid list. Publicly announces requests for bid through various media as required by law. Conducts or attends bid openings and bid tabulations. Analyzes the various bids for conformance with specifications. Notifies bidders of acceptance or rejection of bids. (Similar duties are performed in the development and establishment of price contracts for standard goods and services prior to expiration of current contracts.) Adds vendors to, removes vendors from, and maintains a list of prequalified vendors. Monitors and audits acquisition pay documents for conformance to rules, regulations, standards, and procedures prior to state payment. Monitors agency purchasing patterns and investigates unusual circumstances. Trains, coordinates, assigns and reviews the work of other purchasing staff. Carries out, interprets, coordinates, and enforces state purchasing policies and procedures. Responsible for the location and purchase of goods and services of considerable value in the most cost efficient, economical method available. Contacts state government employees, university officials and/or vendors to obtain or offer information on highly specialized matters. Responsible for gathering, reviewing, developing, preparing, checking, and maintaining technical and highly sensitive records and reports. Uses routine office equipment such as typewriters, computers, copiers, and calculators. Exercises considerable judgement in the application of the Model Procurement Code.

UNIQUE PHYSICAL REQUIREMENTS:

Positions in this job title generally work in an office setting with physical demands and working conditions consistent with such setting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.